



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER  
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JAMES V. PERDUE  
COMMISSIONER

BEVERLY WHITE, BSN, MS  
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

<b>JOB TITLE:</b>	Registered Nurse II	<b>NUMBER:</b>	16-01
<b>JOB CODE:</b>	N3500	<b>DATE:</b>	January 8, 2016
<b>JOB LOCATION:</b>	Mary Starke Harper Geriatric Psychiatry Center Tuscaloosa, Alabama	<b>POSITION NO.:</b>	8802073

**SALARY RANGE:** 76 (\$50,119.20 - \$65,690.40 Annually)  
(Plus \$2.00 Per Hour Shift Differential for Evening & Night Shifts)

**MINIMUM QUALIFICATIONS:** Graduation from an accredited School of Nursing and three (3) years of experience as RN, or graduation from an accredited four-year college or university with a degree in Nursing and two (2) years of experience as a RN.

**SPECIAL REQUIREMENT:** Possession of a certificate of registration to practice nursing as issued by the Alabama Board of Nursing.

**KIND OF WORK:** This is a professional position in a State Mental Health Facility Specialty in Psychiatric Care and treatment of mentally ill Geriatric Patients. A RN position that involves but not limited to completion of confidential facility investigations; Monitoring of surveillance cameras for safety and investigative data; provides staff education as warranted; Conducts nursing performance improvement data collection; monitors environmental safety issues and coordinates repairs, renovations; orders and follow-up on equipment and materials needed for repairs; works as a liaison with contracted services for maintenance, housekeeping, pest control, laundry and all other services from outside vendors to keep services running adequately for the facility and in compliance with the Joint Commission and CMS: Account for yearly property inventory; Maintain facility key inventory effectively and efficiently; Assist Safety Officer as directed in safety and the environment of care; Maintain the grievance log for the facility and all documentation. This position requires work on all shifts as needed to complete responsibilities. Includes weekend work as necessary to complete responsibilities.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Posting for a Registered Nurse II for Administrative assigned responsibilities. This position involves an individual with excellent communication skills, organizational skills, ability to multi-task, nursing assessment skills and the ability to work with multiple outside vendors that provide service to the facility. This position requires efficient and effective follow-up with vendors and in assuring completion of

maintenance and housekeeping. Coordinate throughout the facility in a timely manner. Ability to maintain Environmental Services Inventory, order supplies as needed for maintenance issues and include large medical equipment and furniture. Investigation of incidents assigned by Facility Director/Designee and camera monitor surveillance is an important responsibility. The ability to communicate orally and in writing. Ability to monitor the environment for cleanliness and safety issues; Ability to document all issues clearly and concise; ability to educate staff and vendors. Key control and assist the safety officer, review and identify any problems with maintenance, housekeeping and documentation follow-up for completion. Problem solves issues and works independently with vendors on maintenance and housekeeping issues.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

**HOW TO APPLY:** Use an "Application for Professional Employment" (Exempt Classification) which may be obtained from the website below or Harper Center, Human Resources Department. **Applications should be returned to the HARPER CENTER HUMAN RESOURCES DEPARTMENT, 107 5<sup>th</sup> AVENUE EAST, TUSCALOOSA, ALABAMA 35401 by JANUARY 22, 2016** in order to be considered for this position. Indicate your Alabama nursing licensure number on your application as directed. Current nursing licensure must be presented for inspection at time of interview. **An official copy of your academic transcript from the university or college from which you received your Nursing Degree is required and must be forwarded by the college or university to the Human Resources Department at the above address.**

*“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”*

[www.mh.alabama.gov](http://www.mh.alabama.gov)